



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #10-25

Grade: Attorney Journey Band FLSA: Exempt
Salary: \$51,630 - \$136,771 per Annum
(Includes Locality Pay)
Relocation Expenses Will Not Be Paid
Position: One Located in Arlington, VA
Open: 06/14/10 Close: 06/28/10
*Career Ladder to GS-14 equivalent at management's discretion

Attorney

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified and motivated candidate to fill our Attorney position in the Office of General Counsel in Arlington, VA. Primary responsibilities of the position entail providing legal advice and services in the areas of employment and labor law, contracting and procurement law, federal appropriations law, Inspector General-related law, public sector civil litigation, and audits. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

ELIGIBILITY REQUIREMENTS

- Graduation from an ABA accredited law school with a Juris Doctor degree
- Membership in good standing with a State Bar or registration to take the bar exam in summer 2010; For applicants who have not yet passed the bar, initial appointment will be to a limited term law clerk position, not to exceed one year, which will be converted to an attorney position upon obtaining bar membership
- At least six months of professional legal experience

EVALUATION FACTORS

Your resume cannot exceed five pages, and must reflect that you have the experience, knowledge and skills in each of the following Evaluation Factors listed below.

- Experience in one or more of the following areas of law: employment; labor; contracting; procurement; federal appropriations; Inspector General-related; public sector civil litigation; and/or audits
- Skill in writing legal opinions and policy analyses and recommending appropriate action
- Ability to communicate effectively to represent the OIG in legal proceedings and maintain excellent client relationships

DESIRABLE QUALIFICATIONS

- Knowledge of the Postal Service
- Top academic credentials

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- May require up to 15 percent travel

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- A cover letter
- A resume, which cannot exceed five pages, and **must** reflect that you have experience, knowledge, and skills in each of the Evaluation Factors.
- Evidence of state bar membership or registration for the bar exam in summer 2010
- A writing sample, preferably a memorandum in which legal advice was provided to a client
- Latest performance appraisal (within 15 months); must have received at least contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- Applicants claiming Veteran's Preference must attach a member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more
- **Applicants who do not meet the eligibility requirements or whose resumes exceed five pages will not be considered**

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources, 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **APPLICATIONS MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis

Why Apply With The Postal Service OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro!**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

**DC Relay Service:
202-855-1234 (TTY)**

**Or Visit our website:
www.uspsaig.gov**

AN EQUAL OPPORTUNITY EMPLOYER